



राजपत्र, हिमाचल प्रदेश

(असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, सोमवार, 15 जनवरी, 2006 / 25 पौष, 1928

INFORMATION TECHNOLOGY DEPARTMENT

NOTIFICATION

Shimla-2, the 26th October, 2007.

No. DIT-D(R&I)(6)-2/2005.—The Governor of Himachal Pradesh is pleased to publish the following information pertaining to the Department of Information Technology

in pursuant to Section-4 of the Right to Information Act, 2005.—

Sl. No.	Particulars	Details
1	2	3
(i)	The particulars of its organization, functions and duties;	<p>Department of Information Technology, H. P., Block No. 24, SDA Complex, Kasumpti, Shimla-9.</p> <p>Functions :</p> <ol style="list-style-type: none"> 1. Formulation and implementation of the Information Technology policy in the State. 2. Introduction of automation and cybernation control systems so as to ensure faster information processing within Government, including projects and activities relating to e-governance. 3. Promotion of investment in Information Technology Sector (hardware, software and services—particularly ITES and BPO) and related activities and creation and upgradation of Information Technology infrastructure in the State. 4. Assistance in development & implementation of software packages for monitoring of key parameters & computerisation of thrust areas in different departments and semi-government organisations. 5. Creation of Govt.-Public Interface through unified service delivery channel by using IT & IT enabled infrastructure and also to launch awareness campaigns on the advantages of the use of IT and related technologies in enhancing the standard of living and improving quality of life. 6. Standardisation of hardware/software platforms for the Departments/Organisations and to ensure dynamic monitoring of their prices and minimisation of wasteful expenditure. 7. Administrative control of H.P. State Electronics Development Corporation. 8. Formulation of strategy for a State Wide Intranet by minimising. 9. Development of IT related communication infrastructure. 10. Assistance to the departments/ semi-government organisations in creating and updating websites. 11. Promotion of Information Technology education & training in educational institutions & government departments/ semi-government organisations and facilitation of development/dissemination of educational software and promoting programmes in IT enabled education. 12. Organisation of various promotional activities like national/international conferences/seminars and participation in the same.

13. Follow up of IT related projects/schemes posed to Govt. of India and its agencies and also other players in this field in India as well as abroad.
14. Facilitating establishment of Venture Capital Fund by financial institutions for growth of IT industry in the State.
15. Identification of laws and rules which need to be modified or enacted to enable legal validation for transaction and also to develop specific Cyber-Coding for ensuring and maintaining secrecy and also to act as nodal agency/authority on behalf of State Govt. for matters relating to Information Technology Act and similar other Central or State Legislations.
16. Maintenance of database for all IT related material and human resources available in the State.

Duties :

To perform all the functions of the Department as mentioned above.

Director, Information Technology :

Overall administrative & financial control of the Department as per delegation of powers in the single line administration under the Secretary.

Additional Director (IT) :

Assistance to the Director, IT & also to perform specific tasks assigned to him. Supervision of three wings in the Department.

IT Promotion Wing (Headed by Sr. Manager (IT) :

IT City/Park : In order to promote the growth of IT all over the State, it is imperative that hi-tech habitats are built in and around all major towns. Such space is extremely useful to promote the growth of IT enabled services—a sector that is providing jobs to millions. The department has identified locations for hi-tech habitats in various parts of the state.

Promotional Activities : Department participates in various IT fairs/ conferences e.g. GITEX, IT India IITF, convergence to promote Himachal Pradesh as an ideal destination for IT investment and show case achievements. The department plans to ensure setting up of IT hardware and software industries and generate employment for the citizens of Himachal Pradesh in the field of IT.

(ii) The powers and duties of its officers and employees;

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Co-ordination with Agriculture, Horticulture, Fisheries, Animal Husbandry, H.P. Marketing Board and Rural Development & Panchayati Raj Departments—for e-governance activities (including updation of website).

IT for Employment : To use Information Technology for generating additional employment for the new digital economy and governance. More and more big Hardware companies are in the process of setting up industrial units in Himachal Pradesh and thus there are tremendous opportunities for employment.

Identification of laws and rules which need to be modified or enacted to enable legal validation of transaction and also to develop specific Cyber Coding for ensuring and maintaining secrecy and also to act as nodal agency/ authority on behalf of State Govt. for matters related to Information Technology Act and similar other Central or State Legislation.

E-Governance Wing (Headed by Manager (IT)) :

Development & implementation of G2C, G2B and G2G interfaces to bring ease and efficiency in the functioning of government through proper use of ICT tools Develop software packages/ projects for line departments, Empanelment of IT Solution Providers, Communication, Standardisation of hardware/ software platforms, Training to Govt. officials, Monitoring and co-ordination of network management.

Creation of Govt.-Public Interface through unified service delivery channel by using IT & IT enabled infrastructure and also to launch awareness campaigns on the advantages of the use of IT and related technologies in enhancing the standard of living and improving quality of life.

Establishment of State Wide Area Network (HIMSWAN), Formulation & implementation of IT Projects like Integrated Community Service Centres (i-CoSC), Community Service Centres (CSC), Telemedicine, Hospital Management Information System (HMIS), HIMBHOOI, HIMRIS, REFNIC etc.

Department of Information Technology is also engaged in computerisation of various line departments. Department of IT is advising various departments in implementing computerization in their offices using an integrated approach. The area of advice covers hardware, software, manpower, training in private sector etc. Besides working as consulting agency IT Department is also providing them hardware for their computerization.

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(iii)	The procedure followed in the decision making process, including channels of supervisions and accountability;	<p>In the Directorate, the Director exercises the powers of the Head of Department. He is assisted by the various officers of the Directorate in taking decisions/disposing of the normal workload of the Department.</p> <p>The duties to the various officers are assigned by the Director keeping in view the expertise of the officers. The files move to the Director through the concerned officer for final decision for matters delegated to the HOD.</p> <p>Besides the above, Department of Information Technology has adopted the single file system for the matters which requires the approval of the Government.</p>
(iv)	The norms set by it for the discharge of its functions;	The department follows the provisions contained in HPFR rules in all financial matters and other Government rules as adopted by the Govt. from time to time to deal with all administrative matters.
(v)	The rules, regulations, instruction manuals and records, held by it or under its control or used by its employees for discharging its functions;	<p>The Rules of Business and the instructions issued by the Government from time to time are used for discharging different duties by the officers/employees of the Department. For dealing with establishment, Budget/Travelling Allowance/LTC/GPF/MR Claims, Store & Stationery, following Rules/Manuals etc. are also followed:</p> <p>HPFR, Budget Manuals, T. A. Rules, L. T. C. Rules, Medical Attendance Rules, CCS (GPF Rules), CCS (CCA) Rules 1965, CCS (Conduct) Rules 1961, CCS (Temp.) Rules, CCS (Leave) Rules 1972, CCS (Pension) Rules, Office Manual.</p>
(vi)	A statement of the categories of documents that are held by it or under its control;	<p>The Department has normally the following kinds of documents/files in the Directorate:</p> <p>Files relating to R&P Rules, appointment, Pay fixation, Promotions, Personal Files;</p> <p>Budget, expenditure, re-conciliation of budget and expenditure, creation and continuation of posts financial sanctions, audit & inspection, civil works, store purchase;</p> <p>IT City/Park, Promotional Activities, IT for Employment, Identification of Cyber laws and rules, Development & implementation of G2C, G2B and G2G interfaces, Development of software packages/ projects for line departments, Empanelment of IT Solution Providers, Communication, Standardisation of hardware/software platforms, Training to Govt. officials, Monitoring and co-ordination of network management, Creation of Govt.-Public</p>

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(vii)	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;	Information about the various Information Technology/e-governance projects and other related activities of the Department, are given on the website of this department for the public.																																										
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for the public;	<ol style="list-style-type: none"> 1. H. P. State Electronics Development Corporation Ltd. 2. J. P. University of Information Technology. 3. Society for Promotion of IT & e-Governance (SITEG). <p>The meetings are not open for public, but the information is always available.</p>																																										
(ix)	A directory of its officers and employees;	<table> <tr> <th>Sl. No.</th><th>Designation</th><th>Phone Nos. (Off.)</th></tr> <tr><td>1.</td><td>Director, I.T.</td><td>2826914</td></tr> <tr><td>2.</td><td>Jt./Dy. Director (IT)</td><td>2826915</td></tr> <tr><td>3.</td><td>Sr. Manager (IT)</td><td>2626709</td></tr> <tr><td>4.</td><td>Manager (IT)</td><td>2621325</td></tr> <tr><td>5.</td><td>Deputy Manager (IT)</td><td>2621325</td></tr> <tr><td>6.</td><td>Section Officer</td><td>2880581</td></tr> <tr><td>7.</td><td>Assistant</td><td></td></tr> <tr><td>8.</td><td>Stenographer</td><td>2826914</td></tr> <tr><td>9.</td><td>Data Entry Operator</td><td></td></tr> <tr><td>10.</td><td>Driver</td><td></td></tr> <tr><td>11.</td><td>Peon</td><td></td></tr> <tr><td>12.</td><td>Peon-cum-Chowkidar</td><td></td></tr> <tr><td>13.</td><td>Peon-cum-Sweeper</td><td></td></tr> </table>	Sl. No.	Designation	Phone Nos. (Off.)	1.	Director, I.T.	2826914	2.	Jt./Dy. Director (IT)	2826915	3.	Sr. Manager (IT)	2626709	4.	Manager (IT)	2621325	5.	Deputy Manager (IT)	2621325	6.	Section Officer	2880581	7.	Assistant		8.	Stenographer	2826914	9.	Data Entry Operator		10.	Driver		11.	Peon		12.	Peon-cum-Chowkidar		13.	Peon-cum-Sweeper	
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(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	<p>The officers and the employees appointed in the Department get the normal scales and other allowances as granted by the Government from time to time.</p> <table> <tr> <th>Sl.No.</th><th>Designation</th><th>Pay Scale</th></tr> <tr><td>1.</td><td>Director, IT</td><td>12750 – 16500.</td></tr> <tr><td>2.</td><td>Addl. Director (IT)</td><td>14300 – 18600.</td></tr> <tr><td>3.</td><td>Jt. Director (IT)</td><td>13500 – 16800.</td></tr> <tr><td>4.</td><td>Dy. Director (IT)</td><td>12000 – 16350.</td></tr> <tr><td>5.</td><td>Sr. Manager (IT)</td><td>24000/- per month</td></tr> <tr><td>6.</td><td>Manager (IT)</td><td>(Fixed).</td></tr> <tr><td>7.</td><td>Deputy Manager (IT)</td><td>10025-15100</td></tr> </table>	Sl.No.	Designation	Pay Scale	1.	Director, IT	12750 – 16500.	2.	Addl. Director (IT)	14300 – 18600.	3.	Jt. Director (IT)	13500 – 16800.	4.	Dy. Director (IT)	12000 – 16350.	5.	Sr. Manager (IT)	24000/- per month	6.	Manager (IT)	(Fixed).	7.	Deputy Manager (IT)	10025-15100																		
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	8.	Section Officer
	9.	Assistant
	10.	Stenographer
	11.	Data Entry Operator
	12.	Driver
	13.	Peon
	14.	Peon-cum-Chowkidar
	15.	Peon-cum-Sweeper
		<i>Pay Scale</i>
		8000-13500
		7220-10025
		5800-9200
		4400-7000
		4020-6200
		3330-6200
		2520-4100
		2520-4100

(xi) The budget allocation to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made;

Budget allocated for the Department of Information Technology, H.P. for the financial year 2006-07 is given below:-

Demand No. 18

Budget Estimates

<i>Code No.</i>	<i>Name</i>	<i>Plan</i>	<i>(Rs. In Thousands)</i>	
			<i>Non-Plan</i>	<i>Total</i>
	<u>2851-00-102-15-SOON</u>	0	125	125
	Establishment of Software Technology Park (RIDF)			
01	Salaries	0	118	118
03	Travel Expenses	0	1	1
05	Office Expenses	0	5	5
06	Medical Reimbursement	0	1	1
	<u>2851-00-102-19-SOON</u>	15000	0	15000
	Information Technology and E-Governance			
01	Salaries	2800	0	2800
03	Travel Expenses	250	0	250
05	Office Expenses	250	0	250
06	Medical Reimbursement	50	0	50
09	Advertising & Publicity	200	0	200
10	Hospitality & Ent. Expenses	50	0	50
20	Other Charges	50	0	50
30	Motor Vehicles	200	0	200
31	Machinery & Equipment	10150	0	10150
36	Minor Works	1000	0	1000
41	Grants-In-Aid	0	0	0
	<u>2851-00-102-19-SoonA</u>	102500	0	102500
	Information Technology and E-Governance			
31	Machinery & Equipment	102500	0	102500

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(xii)	The matter of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	There is no such subsidy programmes as for as this Department is concerned.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	There is no such recipients of concessions, permits or authorizations granted as for as this Department is concerned.
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	The department has its website and the information relating to the various activities of the Department are available on this website.
(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Department has opened Community Service Centres in all the district of Himachal Pradesh from which the public can be received/excess information from the government department. Besides this, information relating to the various activities of the Department are available on the Departmental website
(xvi)	The names, designations and other particulars of the Public Information Officers;	Names, designations and other particulars of the Public Information Officer, Assistant Public Relation Officers and Appellate Authority are given below:-

Government of Himachal Pradesh
Department of Information Technology
Himachal Pradesh, Shimla-2

Public Information Officers
Name of the Department/ Offices: Department of
Information Technology
(Administrative Department for Line Department
for IT, HPSEDC and JPUIT)

Details of Proposed PIO, APIOs and Appellate Authority:

Designation	Complete Office Address	Office Telephone No.	E-mail Address	Jurisdiction/ Units under his control for which he will rendering information to applicants
1	2	3	4	5
A) Name of the Public Information Officer(PIO) Mrs. Anuradha Thakur, IAS Director-cum-Special Secretary	Department of Information Technology, H.P. Secretariat, Shimla-2.	0177-2622218	dirit-hp@nic.in	(1) Department of Information Technology, H.P. (2) H.P. State Electronics Development Corporation

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of Information Technology, Himachal Pradesh.				Ltd., Shimla-2. (3) Jay Pee University, Waknaghat, Dist. Solan (HP).
(B) Name of the Assistant Public Information Officers(APIO)	—	—	—	—
(C) Name of the Appellate Authority Sh. Sanjeev Gupta, IAS Secretary(IT) to the Government of H.P.	H.P. Secretariat, Shimla-2.	0177- 262187 6	Itsecy.h p@nic.i n	NA

(xvii) Such other information as may be prescribed; Nil

The Hon'ble Chief Minister, Himachal Pradesh is the Minister-in-charge and the Secretary (Information Technology) to the Govt. of Himachal Pradesh is the Head of the Organizational set-up at Government level.

By order,

Sd/-
Secretary.

